

## Memorandum

To: Community Services Regional Directors  
Community Services Program Managers

From: Dana Williamson  
Manager  
Long Term Services and Supports Policy

Subject: Midland Document Processing Center Move to Austin

Issuance Date: November 24, 2014 LTSS 14-11-019

Effective Date: December 5, 2014

This memorandum applies to the Community Care for aged and Disabled (CCAD) and Medically Dependent Children Program (MDCP).

The Health and Human Services Commission (HHSC) Document Processing Center currently located in Midland, Texas is relocating to Austin, Texas. The current fax number will remain the same. HHSC will begin accepting mail at the new location on December 8, 2014.

The new address is:  
Document Processing Center  
P.O. Box 149024  
Austin, Texas 78714-9024  
Fax Number: 877/236-4123

In order to make the transition as seamless as possible DADS staff are instructed to do the following:

- Do not send any information to the new address **before** December 8, 2014.
- Use Business Reply Mail (BRM) envelopes with the new Austin address beginning December 8, 2014.
  - BRM envelopes with the new Austin address are available to order now.
  - Dispose of all BRM envelopes with the Midland address by December 7, 2014.
  - Do not mark through the Midland address or write the new Austin address on any pre-paid envelopes. This is not effective because the United States Postal Service routes mail based on the envelope's barcode.

Form H1746-A, MEPD Referral Cover Sheet, will be updated in the near future.

Questions regarding this memo may be directed to Policy Development and Oversight mailbox at: pdo@dads.state.tx.us

TITLE

Date

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